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Equal Opportunity Housing and Equal Opportunity Employment

Multifamily Request for Proposal (RFP) Upload

Instructions

Purpose

Minnesota Housing no longer accepts Multifamily RFP electronic submittals via E-Mail. The Multifamily Request for Proposal (RFP) Upload allows owners, developers, and/or processing agents a fast and easy way to electronically submit their Multifamily RFP materials via the Internet. In an effort to identify and distinguish the electronic submittals, **the following document titles shall be used for the checklist items identified below:**

- A1 CommonApplication
- A2 RentalHousingNarrativeQuestions
- A3 MethodOfSatisfyingGreenCriteria
- A4 CertOfEnviroIssues
- A5 MarketQualification
- A6 TransitOrientedMap
- A7 SiteLocationMap
- A8 Photos
- A9 ArchitecturalRequirements
- A10 SiteControl
- A11 SourcesAndUsesOfFunds
- A12 TenantRelocationPlan
- A13 LHIACertOfCompliance
- A14 AckOfReceptivityToLCA
- A15 ResOfReceptivityToDEED
- A16 DEEDSummaryInfoSheet
- A17 NOLO
- A18 LocalHRAPHANoticeAgreement
- A19 RAPaymentStandard
- A20 UAFromHRAPHA
- A21 CommitProjectBasedRentAssist
- A22 RentRoll
- A23 PresOfFedAssistDocs
- E1 CountyLetterOfConfirmation
- E2 CertOfConsistency
- F1 CurrentOperatingBudget
- F2 HSASMI LetterOfSupport

- G1 RABudgetWorksheet
- G2 ProgramPolicies

If multiple documents will be submitted for one checklist item, insert 1of2, 1of3, etc. at the end of the document title.

Procedure

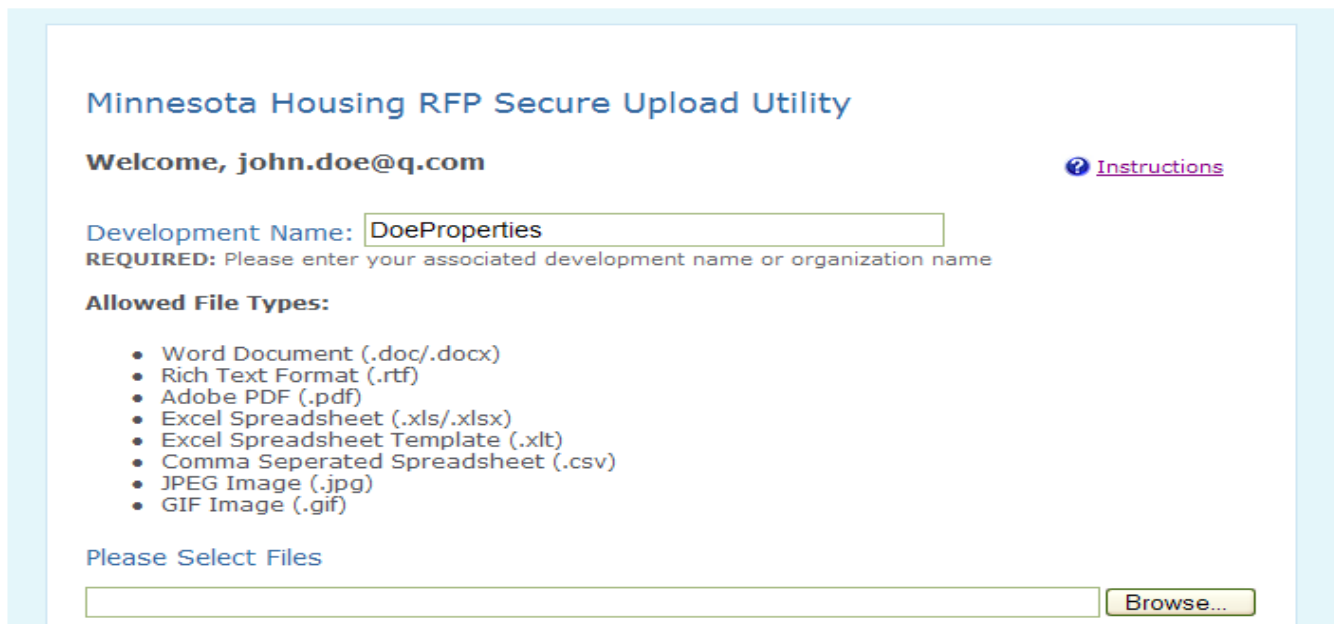
1. Visit the following website: <http://www.mnhousing.gov/login/index.aspx>, then click on Multifamily Request for Proposal (RFP) Upload
2. Enter your E-Mail address, agree to the Terms and Conditions, then click on Sign In



The screenshot shows the login interface for the Minnesota Housing Upload Utility. It features a light blue header with the title "Welcome to the Minnesota Housing Upload Utility". Below this is a white box containing the login form. The form has a label "E-Mail Address" above a text input field containing "john.doe@q.com". Below the input field is the text "Please enter your email address to continue". There is a checkbox with a green checkmark and the text "I agree to the Terms and Conditions". Below this is a blue "Sign In" button. At the bottom of the white box is a disclaimer: "By accessing and logging into the secure upload utility, I hereby certify that I am authorized partner of Minnesota Housing and that unauthorized access is prohibited by law."

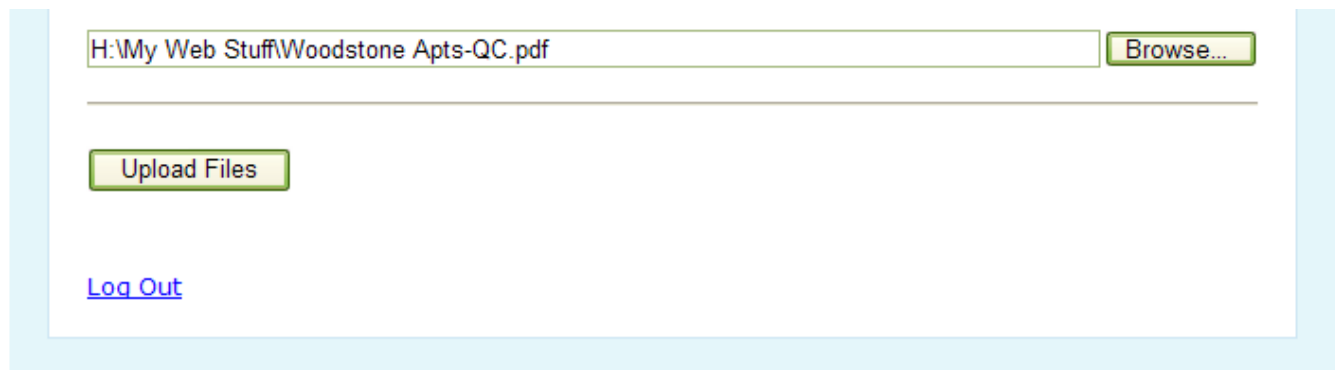
[Terms of Service](#) | [Privacy Policy](#) | [Instructions](#) | [Contact Us](#)

3. Once logged in, enter Development Name, or if submitting Qualification Forms, enter Organization Name



The screenshot shows the dashboard of the Minnesota Housing RFP Secure Upload Utility. The header says "Minnesota Housing RFP Secure Upload Utility". Below the header, it says "Welcome, john.doe@q.com" and has a link to "? Instructions". The main section is titled "Development Name:" and has a text input field containing "DoeProperties". Below this is the text "REQUIRED: Please enter your associated development name or organization name". There is a section titled "Allowed File Types:" with a bulleted list of file types: Word Document (.doc/.docx), Rich Text Format (.rtf), Adobe PDF (.pdf), Excel Spreadsheet (.xls/.xlsx), Excel Spreadsheet Template (.xlt), Comma Separated Spreadsheet (.csv), JPEG Image (.jpg), and GIF Image (.gif). Below this is the text "Please Select Files" and a text input field with a "Browse..." button.

4. To select files for upload, click on the Browse button
5. To select additional files, you may click Browse again
6. Once all files are selected, click on the Upload Files button

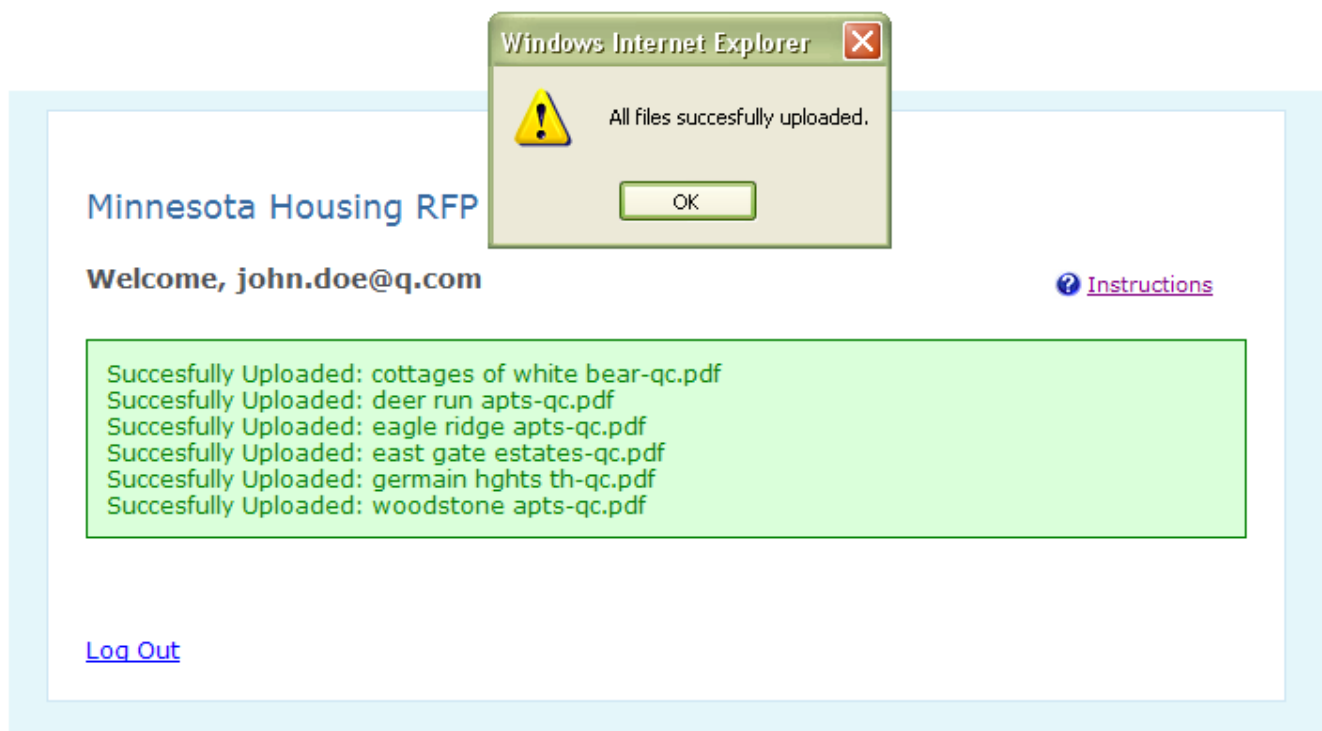


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[Log Out](#)

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7. A box will appear indicating All files successfully uploaded



8. Click on Log Out

Congratulations! You have successfully submitted your RFP materials to Minnesota Housing.